



REQUEST FOR PROPOSAL

RFP

Community Development

- ***Comprehensive Plan Update***
 - ***Land Use Code***
 - ***Design Guidelines***

RFP 2016 –CD-01

For

***Central City
Colorado***

PROPOSAL INSTRUCTIONS
COMPREHENSIVE PLAN UPDATE
LAND USE CODE UPDATE
RFP 2016 –CD-1

The City of Central, Colorado is soliciting written sealed proposals from qualified firms to update the current Comprehensive Plan, Land Use Code & Design Guidelines for the City of Central, as stated in this Request for Proposal. This opportunity will provide the consultant a unique opportunity to update all three of the major development review regulation documents which will streamline future development and facilitate improved economic activity while at the same time promoting harmony between all three and their various components.

To be eligible for consideration, the proposing firm must be capable of supplying the Services as noted herein, and must also meet all other criteria outlined in this Proposal.

INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed in writing to:

City of Central
Community Development Director
141 Nevada Street
PO Box 249
Central City, CO 80427

rrears@cityofcentral.co

If a proposing firm submitting a proposal finds discrepancies in or omissions from the Request for Proposal (RFP), or should require additional clarification of any part thereof, a written request for interpretation shall be submitted to the City contact at the e-mail address shown above. Any interpretation of, or change made to, the RFP will be made by written addendum to each proposing firm, and shall become part of any contract awarded. The City will not be responsible for the accuracy of any *oral explanations, interpretations or representations*. It shall be the responsibility of each proposing firm to verify that every addendum has been received prior to submitting proposals.

MANDATORY PRE-PROPOSAL CONFERENCE

A **mandatory** pre-proposal conference concerning this project will be held at the Central City Hall, located at 141 Nevada Street, Central City, Colorado on Thursday, **April 7, 2016, at 11:00 a.m.**

The purpose of this conference is to allow firms, which may submit a proposal, an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all firms having a clear understanding of the scope of the work and requirements of this solicitation a firm must be in attendance during the entire pre-proposal conference in order to submit a proposal.

ATTENDANCE AT THIS CONFERENCE IS MANDATORY AND A PREREQUISITE FOR SUBMITTING A PROPOSAL.

Proposals will only be accepted from those firms which are represented at this mandatory pre-proposal conference. Attendance at the conference will be evidenced by identification of the prospective firm and the signature of the firm's representative on the attendance roster. The representative of each firm attending is expected to bring a copy of the solicitation documents and a written copy of any questions to the conference. Any changes resulting from this conference will be issued in a written addendum to the solicitation. No two firms may be represented by the same person or entity. No person or entity may later submit a proposal on behalf of a firm which the person or entity did not represent at the pre-proposal conference.

Last date for questions submittal shall be **Tuesday, April 12, 2016 by 12:00 - noon**. All questions shall be submitted in writing via e-mail to rrears@cityofcentral.co or presented at the pre-proposal conference.

SUBMITTAL DATE, LOCATION AND OPENING

All proposals must be received by the City of Central, 141 Nevada Street (US mail P.O. Box 249;) Central City, Colorado 80427 prior to **12:00 - noon, MST, OUR CLOCK, THURSDAY, APRIL 21, 2016**. Proposals must be submitted in a **sealed** envelope plainly marked (three copies): "Request for Proposals" RFP 2016-CD-01 and addressed to the Community Development Department.

LATE AND TELEGRAPHIC PROPOSALS

Late proposals will **not** be accepted under any circumstance, and any proposal so received shall be returned to the proposing firm unopened. In addition, telegraphic, facsimile and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposals either by airfreight, postal service, or other means.

PROPRIETARY INFORMATION

All information included in any proposal that is of a proprietary nature must be clearly marked as such. The City of Central shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm. In general, it is not acceptable to the City, to mark information other than financial data proprietary without the City Manager or his designee's written authorization. Failure to adhere to this restriction could result in rejection of the entire proposal.

DEFINITION, CONTEXT AND GENDER

Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Additionally, words of the masculine gender include the feminine and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender.

CONDITIONS OF PROPOSAL SUBMITTAL

- A. All proposing firms shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal.
- B. The proposal must be signed by a duly authorized official of the proposing firm submitting the proposal. Each firm submitting must be registered to do business in the State of Colorado and be in good standing with State filing requirements.
- C. No proposal will be accepted from any person, firm or corporation that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff or City Council.
- D. Only one proposal will be accepted from any person, firm or corporation.
- E. All prices quoted must be firm for a period of ninety (90) days following the opening of the proposal.
- F. The City of Central, Colorado reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing firm as deemed in the best interest of the City of Central.
- G. All proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.
- H. All costs, including travel and expenses, incurred in the preparation and submittal of this proposal shall be borne solely by the proposing firm.
- I. Section 4-9-40 Purchasing policy of the Central City Municipal Code prohibits the City from entering into any contracts over \$25,001 without a formal procurement process involving a sealed competitive bidding process.
- J. The City reserves the right to negotiate final terms with the selected Consultant that may vary from those contained in this document.
- K. The City reserves the right to request additional information from any respondent after the submission deadline as necessary to complete the evaluation process.

- L. The City reserves the right to request a client list from the Consultant, for the purpose of determining potential conflicts of interest. Said list shall be considered proprietary.
- M. One (1) original, clearly marked, and two (2) copies of the reply must be provided. Each proposal reply must be bound separately. Binding may be by ring binding or in a three-ring binder, suitable for easy duplication, with the original clearly marked. A single three-ring binder divided into sections by labeled tab index sheets will be sufficient. All attachments that are not included in the binder should be clearly labeled according to the sections and titles provided herein. The proposal should also be paginated by major section.
- N. If erasures or other changes appear on the proposal forms, the person signing the proposal must initial each erasure or change.
- O. The proposal number shall appear on any technical data or other information furnished by your firm with this proposal.
- P. The City will not return proposals, or other information supplied to the City, to the proposing firms.

EVALUATION OF PROPOSALS

The Consultant's proposal should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work.

A project committee will evaluate all proposals. Proposals shall be evaluated on the basis of the Evaluation Criteria noted herein. The committee may make a selection on the basis of the proposals received, or may choose to "short list" prospective firms for further negotiations. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City, and not necessarily on the basis of lowest price. Individual interviews maybe required for the top firms who have submitted the required information.

The City's review of Proposals will focus in general on the expertise, experience and understanding of the project as evidenced by the project team.

EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City, both in timeliness and in relation to the scope of services offered.
- B. Expertise and qualifications of the proposing firm and its experience in dealing with municipal governments in projects of similar size, scope and nature.
- C. The degree to which the proposal meets or exceeds the terms of the Request for Proposal.

- D. Results of reference checks and past performance for other clients.
- E. The proposing firm's fee structure based on the Services to be provided.
- F. Geographic location of the office performing the work relative to the City.
- G. Addressing the specific needs identified in the RFP.

BACKGROUND

Central City, founded in 1859 is located approximately 35 miles west of Denver in both Gilpin and Clear Creek Counties and is the county seat of Gilpin County. There is an estimated population of 663, with a direct connection to I-70 via the Central City (Casino) Parkway exit 243. Total annual visitor traffic is estimated at over 700,000 vehicles primarily drawn in to visit our six casinos, National Historic Landmark District, other local businesses or other area attractions. There are a total of 28 city employees serving the needs of the public.

The City of Central's Comprehensive Plan was originally adopted in 1975, and subsequently amended in 1991, 1992, 1994, 1998 and 2003. In the 13 years since the formation of the last Comprehensive Plan update, Central City has seen limited growth and positive change, which was expected following the completion of the Central City Parkway and our direct connect in I-70 and the Denver metro area. The focus and expected outcomes for the City have broadened to a more diverse economy than one focused on gaming alone. An updated overall comprehensive plan which incorporates the good visionary components of the current comprehensive plan, while incorporating the specific plans prepared before and after the current plan was updated such as the Central City, Black Hawk & Gilpin County IGA (1999), Circulation Plan (2007), Impact Study (2009), Parking Feasibility (2012), Storm and Freshwater Master Plan (2014), Revitalization Plan (2014), Downtown Vision (2014), Connectivity and Circulation Capital Improvement Plan (2015) and the just awarded CDBG-DR Resilience Grant. The updated plan will be utilized to guide development well in the future as the comprehensive "go to" planning document.

The City of Central Municipal Code Chapters 16 and 17 contains the zoning regulatory and subdivision requirements for the City. This chapter has been updated, as needed, with no recent memory of an overall review of this chapter. This chapter was likely first drafted when the City had a staff three-times of what is has today during a time when gaming had tremendous potential. The code needs to be revised to become more flexible to needs of the public, developers and staff ensuring a clear process to evaluate proposals. This will help the City ensure protection of historic resources and promotion of economic diversity, limiting negative impacts on the public, while at the same time promoting a dynamic historically significant downtown core in a narrow mountain valley, with limited space for traditional development.

The Central City Design Guidelines (1993) were created to protect the historical, architectural and geographic significance of the Central City National Register Landmark District and are recognition of the unique and historic built environment here. The guidelines are now 23 years old and are in need of an update to reflect the overall design goals and incorporate modern techniques which were not available during the time when these were prepared and do so in a simplified format.

Clearly the City is ready to move forward in a major way and to do so with a full update of our policy, regulatory and design documents to ensure they support and compliment the overall positive direction of the City. All necessary staffing, management, materials, equipment and supplies shall be provided by the consultant to complete the identified services unless otherwise specified in the City Staff Role under the **Scope of Work**.

PROPOSED PROJECT DESCRIPTION

To take the lead with City of Central staff in the process of a major update to the primary development policies and regulations in the City, including the Comprehensive Plan, Land Use Code and Design Guidelines by providing and completing all services as described in the Scope of Work.

SCOPE OF WORK

A. Consultant Role:

Project Management

The consultant will be responsible for facilitation, coordination, technical and project management services for the duration of the Comprehensive Plan update project. The updated plan content at a minimum shall be the materials outlined within this RFP.

Public Participation

The consultant will be responsible for designing a public participation strategy and executing the process. This can be achieved through coordination with City staff to participate and/or supplement as appropriate. A process that is both creative and interactive, but reliable for soliciting constructive input from a diverse participant pool is desired, with the goal of channeling this input into realistic alternatives for consideration by the public, community groups and organizations, the Planning Commission and the City Council. Feedback tools such as community workshops and stakeholder interviews, and creative opportunities for community surveys and input are encouraged. A similar process was started in 2014 and the findings from those meetings are still available, so initial meetings can be limited as a result. The Consultant will take the lead role in most public forums, workshops, meetings, and hearings, as coordinated and supported by City staff.

Comprehensive Plan Update

The Consultant shall initiate the overall study, update/analyze existing conditions, identify needs and opportunities, and prepare implementation strategies for the City of Central. The Consultant is expected to update and analyze existing conditions to update the Comprehensive Plan components. The analysis must determine emerging trends and the suitability of existing and proposed land use regulations, public/private facilities, and services to meet the growing and changing needs of the population.

The Plan should also explore where public and/or private initiatives will be necessary to maintain and improve services and facilities. The plan will form the basis for the City capital plan which is required to address major issues including preservation of historic areas, redevelopment of critical infrastructure, planning for residential growth to meet market needs and integration of previously approved plans including the recently awarded disaster mitigation plan.

The Consultant should use information contained in other prepared plans to assist with the analysis and work to unify the plans into one complete analysis of future growth in Central City. A downtown specific component shall be included in the plan. In addition, the Consultant will work to incorporate progressive practices focused on sustainability using professional publications such as the APA PAS Report 578 on Sustaining Places: Best Practices for Comprehensive Plans. It is expected that the Plan's outlook will be a 10 - 20 year timeframe.

Zoning and Subdivision Code Updates

The Consultant shall work on updating the Zoning Code (Chapter 16), the Subdivision Code (Chapter 17). The update will include a general modernization of the zoning code to provide clarity, improve overall functionality, and achieve greater sensitivity to the fabric and character of the City. The update will focus on portions of the Zoning Code that are deficient, outdated, overly complex or that otherwise unnecessarily inhibit development. The update will include both major and minor editing of the existing code language as well as original authoring of new provisions.

The primary goals of this update are as follows:

- 1) Modernize and create user-friendly processes and procedures;
- 2) Target portions of the development codes that are problematic, outdated and would, to the greatest extent, simplify and reduce review and approval times for development applications (i.e., the review, approval and appeal procedures for Special Reviews, lot line eliminations and Planning Unit Developments);
- 3) Establish efficient and flexible review and approval procedures throughout the code;
- 4) Create development standards that would facilitate and encourage redevelopment and business reinvestment within existing commercial corridors and stimulate infill development;
- 5) Create procedures for allowing alternative compliance to development standards to accommodate site context;
- 6) Ensure compatibility with the Comprehensive Plan. This update does not include the Sign Code (Chapter 14).

Design Guidelines Update

The Consultant will update the existing Design Guidelines to reflect the proposed Comprehensive Plan and Zoning Code Changes and to ensure the Guidelines result in development that is compatible with Central Cities historic development pattern. The Consultant is expected to guide and assist City Staff through the process, from outreach through adoption.

The Consultant will be required to review the existing Guidelines with Staff to identify potential solutions for the update and any reorganization. Staff does anticipate updated language and graphics for the different defined areas. Following this review, the Consultant will outline a variety of solutions and Staff will determine if all or some of them can be implemented with effective results. The solutions should be identified in such a way that Staff is able to complete them if necessary (although it is preferred that the Consultant be able to complete the proposed solutions), and should be realistic given the proposed timeframe and available resources. An iterative process, allowing for analysis, community feedback, and additional analysis, is permitted.

The Consultant will coordinate directly with the Community Development Department staff regarding all aspects of the update project. Coordination with other departments and their existing master plans shall also be included in the process as requested by city staff.

B. Consultant Deliverables: The following section describes the specific minimum components which should be delivered upon the completion of the project. City staff will finalize the scope of work with the selected consultant prior to contract authorization. The City is open to suggestions other than those items listed which the consultant believes will be of value in producing a viable Comprehensive Plan, Land Use Code and Design Guidelines that will have practical applications for day-to-day planning activities.

1) A public participation plan shall include;

- a. Community survey materials that can be reproduced, completed, and returned to provide input from public individuals and active community and neighborhood groups. The materials should be provided in both paper and digital formats for a wide variety of sources for distribution;
- b. General Workshops / Open Houses with Planning Commission (minimum of 1 session);
- c. Informal public meetings and vision session with city staff and other city departments/organizations and or Planning Commission or Historic Preservation Commission (minimum of 8 meetings);
- d. Historic Preservation Commission Public Hearing (up to 2);
- e. Planning Commission Public Hearing (up to 2); and

- f. City Council Public Hearing (up to 2).

City staff will facilitate both the Planning Commission and Historical Commission meetings in addition to those described above to ensure full participation of these commissions in the process and to ensure a lower impact on consultant staff time.

Ideal Timeline (but not required): The initial plan input and feedback collection (items a-c) shall occur in Q3 of 2016. The draft reviews and approval process (items d-f) shall occur in the Q4 2016 and Q1 2017.

2) The Comprehensive draft plans shall include;

- a. Thorough analysis and assessment of existing and future needs via the compilation of public visions and goals, research of existing conditions, development and economic trends, land-use shortages, environmental conditions, best practices, etc. The analysis shall, at a minimum include the items listed below:
 - 1. Identify territorial boundaries for annexation, identify additional issues requiring intergovernmental coordination and meet the requirements of a Three Mile Plan.
 - 2. Conduct development capacity analysis utilizing land mass by acreage, zoning, serviceability, and land use designations to produce projected growth scenarios of the City.
 - 3. Identify viable redevelopment areas within the corporate limits of the city including infill development and adaptive reuse opportunities and determine redevelopment strategies to initiate the process.
 - 4. Incorporate current and amended planning documents into the land use policy analysis and include a Transportation, Recreation and Tourism, Parks and Recreation, Open Space and Trails component.
 - 5. Develop a clear direction of how and where development should occur over the next 10, 15, and 20 years. However, the plan shall be flexible in order to adapt to changing trends or future unforeseen needs.
 - 6. Define a specific implementation plan for immediate, short- and long-term action items.

7. Combine elements of the 1999 Growth IGA with Black Hawk, Gilpin County and the BH/CC Sanitation District into the plan along with aspects of other plans.
- b. Draft policies, goals and action steps which update the comprehensive plan consistent with the visions and goals of the community paired with the results of the land use analysis described above.
- c. The plan shall be drafted in a user-friendly format providing straight forward descriptive principles and supporting graphics to indicate design ideas and goals related to each of the land use designations of the future plan. The plan should be simple and concise so that any unnecessary or redundant information is not included.
- d. Plan elements should include (1) short and long term goals linked to visions generated by community input, (2) a future land use map with corresponding development descriptions and types, (3) identification how this plan will work in tandem with both the proposed zoning regulations and proposed design guidelines, and (4) an amendment process for future changes to the land use map and the plan text as warranted by the City Council.
- e. Final and draft documents shall be provided in the following forms:
 1. Web ready graphics, maps and documents in draft and final formats for online access and comment;
 2. All final maps and overlays must be able to be maintained and manipulated using ArcGIS. Files should be in ESRI shapefile or geodatabase format using NAD_1983-StatePlane_Colorado_Central_FIPS_0502_Feet coordinate system;
 3. All draft and final text portions of the plan shall be provided in Microsoft Word; and
 4. All text and maps shall be provided in Adobe PDF format for each draft and final copy of the Plan.

3) The Zoning Code draft plans shall include;

1. Recognition of the uniqueness of the City in both our historical importance, but also in terms of having the incredible benefit legal gaming presents to City.
2. The language of the code will be modernized and clarified along with the review processes to become more flexible to a variety of potential uses.
3. Business promotion should be encouraged along with potential residential development, both within the downtown and the future growth areas for the City of Central.

4. Parking requirements should be updated to reflect the value and limitation of suitable land in the City for that use.
5. Make recommendation regarding the existing zoning districts as well a potential consolidation of zoning districts.
6. Ensure compatibility with other the Comprehensive Plan and Design guidelines.
7. All draft and final text shall be provided in Microsoft Word.
8. All graphics shall be provided in Adobe PDF format.

4) The Design Guidelines draft plans shall include;

1. Visual graphic representative of the design features encouraged in the city divided between both commercial and residential development.
2. Clear and concise language guiding staff, developers and the public regarding acceptable design for additions, remodeling and new construction.
3. Clearly defining the district boundary subject to the design requirements.
4. Providing an accurate index to assist in finding the relevant section.
5. All draft and final text shall be provided in Microsoft Word.
6. All graphics shall be provided in Adobe PDF format.

C. City Staff Role: The City staff will provide a strong supporting role to the Consultant in a variety of ways. City staff will actively engage in this process to maximize the time and engagement of the Consultant in their area of expertise.

- 1) Information gathering/data collection to aid Consultant;
- 2) Coordination with other City departments or outside agencies;
- 3) Coordination or facilitation, as needed, or any supplementary public feedback as identified through the process (workshops or other feedback tools);
- 4) Assistance with the identification of stakeholders, public events, and groups that may be solicited for input during the public participation process;
- 5) Personnel support for public workshops, or interviews as needed by the Consultant;

- 6) Organization and administration of all public meetings; including agenda development/posting, item preparation, and distribution of materials;
- 7) Publication of public notices;
- 8) Printing of any supporting materials, packets, maps (large and small format) for the public or meetings; and
- 9) Coordination and involvement of City staff, such as the City Manager, and Department Heads to provide review, feedback, or expertise supporting the Consultant's activities, information gathering, and plan development.

GENERAL INSTRUCTIONS

Proposals should focus on the qualifications and experience of the proposed individual or firm. A short list of individuals or firms may be developed based upon the proposals submitted. Those on the short list may be invited to interview.

Each Proposal shall have a dividing tab with a corresponding letter as the response format. For example, response shall read dividing TAB A: Project Understanding; then followed by the corresponding documents. Each tab shall be clearly marked.

Proposals should consist of no more than twenty (20) pages of text (not including figures, resumes, or preprinted project descriptions) and shall include the following, and in the order given:

- A. Letter of Interest:** Provide a letter of introduction stating your firm's interest and understanding with the scope of this project. The letter must be signed by an authorized agent for your firm. Insert the completed Proposal Signature page in this section.
- B. Project Understanding:** Provide your understanding of the project and the key issues involved including the public process.
- C. Project Approach:** Demonstrate your approach to the proposed project. Include how you will resolve problems.
- D. Capabilities and Experience:** Provide specific information regarding your experience and capabilities on similar projects or related services. Focus, to the greatest extent possible, on your past or present experience with projects similar to the scope of this project. Include experience with other past projects for the City of Central which would be of benefit to this project. Provide a summary of your firm's local in-house capabilities in all planning disciplines that may be required for this project. Provide resumes for key personnel working on the project.

E. References: Provide at least five (5) client references (including contact person and phone number) for projects that are similar to the proposed project and best demonstrate your ability to complete the proposed project successfully.

F. Fee Schedule: The fee schedule is part of this proposal and shall be submitted with the RFP documents. The schedule shall contain a per hour charge for all work as required. The hourly charge shall include all personnel/positions that will participate in the reviewing process.

G. Contact Person: The City desires to work with one point of contact within the firm or company. The Project Manager shall be one individual that shall have the responsibility for overall project communication, meeting attendance, as well as all other requirements as set forth in the RFP.

I. CONTRACT

The awarded firm will be required to sign a Professional Services Agreement. A sample copy is enclosed. No modifications of the contract language will be allowed.

II. INSURANCE

The award firm will be required to furnish a Certificate of Insurance including Professional Liability with the City named as Additionally Insured.

A. The Professional agrees to procure and maintain in full force and effect during the term of the Agreement, at its own cost, the following coverages:

1. Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers' Liability Insurance.
2. Commercial General or Business Liability Insurance with minimum combined single limits of One Million (\$1,000,000) each occurrence and One Million (\$1,000,000) general aggregate.
3. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than One Million (\$1,000,000) for any one occurrence, with respect to each of the Professional's owned, hired or non-owned vehicles assigned to or used in performance of the Services. In the event that the Consultant's insurance does not cover non-owned automobiles, then the Consultant guarantees to the City that the requirements of this paragraph shall be met by each employee, subcontractor or other agent of the Professional who utilizes an automobile in providing services to the City of Central under this Agreement.
4. Errors and Omissions Insurance with limits of liability of at least One Million Dollars (\$1,000,000).

- B. If approved by the City of Central prior to the commencement of any work or services under this Agreement, evidence of qualified self-insured status may be substituted for one or more of the foregoing insurance coverages.
- C. Professional shall procure and maintain the minimum insurance coverages listed herein. Such coverages shall be procured and maintained with forms and insurers acceptable to the City of Central. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Professional in connection with providing any work or services under this Agreement. In the case of any claims made, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
- D. A Certificate of Insurance shall be completed by the Professional's insurance agent(s) as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City of Central prior to commencement of any work or services under this Agreement. The Certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated, diminished or materially changed until at least thirty (30) days prior written notice has been given to the City of Central. The completed Certificate of Insurance shall be sent to:

City of Central
Community Development Department
PO Box 249
Central City, CO 80427

- E. Failure on the part of the Professional to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a Material Breach of Contract upon which the City of Central may immediately terminate this Agreement, or at its discretion the City of Central may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City of Central shall be repaid by the Professional to the City of Central upon demand, or the City of Central may offset the cost of the premiums against any monies due to Professional from the City of Central.
- F. The City of Central reserves the right to request and receive a certified copy of any policy and any endorsement thereto. Professional agrees to execute any and all documents necessary to allow the City of Central access to any and all insurance policies and endorsements pertaining to this particular Project.

- G. The parties hereto understand and agree that the City of Central, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Contract, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq., as from time to time amended, or otherwise available to the City of Central, its officers or its employees.
- H. In addition to procuring and delivering to the City such written Certificates of Insurance, demonstrating that the Professional has obtained and will maintain all policies of insurance coverage in the amounts required herein, the Professional shall also cause the City to be named as an Additional Insured party entitled to coverage under such policy or policies of insurance, and for that purpose the Professional shall obtain and maintain, or cause to be obtained and maintained, any and all necessary policy endorsements, additional coverage documents, or other instruments or Certificates, such as will provide such insurance coverage to the City at all times during the Professional's performance of the Project
- I. All Certificates of Insurance shall be submitted on an Acord 25-S form.

COMPLIANCE WITH LAWS – FEDERAL, STATE, LOCAL

Professional shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules, and regulations of the City of Central; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.

GOVERNING LAW

The laws of the State of Colorado shall govern any contract executed between the successful Professional and the City. Further, the place of performance and transaction of business shall be deemed to be in the County of Gilpin, State of Colorado. In the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, Gilpin County, Colorado.

NON-DISCRIMINATION

During the performance of this Contract, the Professional shall not discriminate unlawfully against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, disability, age, marital status, or public assistance status with regard to, but not limited to, the following: employee practices, rates of pay or other compensation methods and training sessions.

COMPLIANCE WITH IMMIGRATION LAWS

Professional performing work for the City will be required to certify that it:

- a. Does not knowingly employ or contract with undocumented workers or illegal aliens;
- b. Will verify the immigration status of newly hired employees who will perform on the public contract for services with the City, whether located in the State of Colorado or elsewhere in the United States; and
- c. No persons will be newly hired whose immigration status has not been verified.

KEY DATES:

	Date	Time
Advertise Date	March 14, 2016	
Mandatory Pre-Proposal Conference	April 7, 2016	11:00 AM
Last Date for Questions	April 12, 2016	Noon
Addendum (if required)	April 14, 2016	
Submittal Date	April 21, 2016	Noon
<i>Anticipated Short List Interviews</i>	On or before May 9, 2016	
<i>Anticipated Award</i>	May 12, 2016	
<i>Anticipated Notice of Award</i>	May 16, 2016	
<i>Anticipated Notice to Proceed*</i>	May 19, 2016	
Design Completion	TBD	

To guarantee receipt of all questions it is highly recommended that the RFP/Project number and the name of the RFP/Project be entered into the subject line of all emails and fax transmittals.

**Anticipated Notice to Proceed* completion is dependent on the completion of the Professional Services Agreement, the receipt of the required Certificate of Insurance and the receipt of a completed Certificate of Compliance from the award firm.

Proposal Signature Page

Community Development Application Review and Consulting RFP 2016 –CD-1

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF:

Addenda # _____ Issue Date _____

Addenda # _____ Issue Date _____

Addenda # _____ Issue Date _____

FIRM NAME (Complete)

FEDERAL TAX ID NUMBER

PRESIDENT (Name typed)

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE WITH AREA CODE

CITY, STATE, ZIP CODE

FAX NUMBER

E-MAIL ADDRESS

DATE

LIST STATE OF INCORPORATION

Certificate Number

FIRM CONTACT PERSON (if different from above)

PHONE NUMBER FOR CONTACT PERSON

E-MAIL FOR CONTACT PERSON (if different from above)

This page shall be completed and returned in the RFP.

Please enter complete and accurate information above - all information entered will be used for contract/agreement document preparation.

**CERTIFICATION OF COMPLIANCE RE:
COMPLIANCE WITH IMMIGRATION LAWS**

The undersigned, for and on behalf of the Professional, does hereby certify:

- _____ 1. The undersigned is familiar with the employment practices of the Professional.
- _____ 2. At the time of this certification, the Professional does not knowingly employ or contract with undocumented workers or illegal aliens.
- _____ 3. The Professional has executed a Memorandum of Understanding with the Social Security Administration and Department of Homeland Security for participation in the Basic Pilot Program for the verification of immigration status of newly hired employees.

IN THE ALTERNATIVE:

- _____ 4. The Professional has participates in the State of Colorado Department of Labor and Employment Program and will comply with all requirements thereof.
- _____ 5. The Professional verifies the immigration status of employees in the following manner:

- _____ 6. No persons will be hired whose immigration status has not been verified.

Bidder

By: Name: Title:

ATTEST:

Secretary/Treasurer

SEAL

~~~~~  
STATE OF COLORADO )  
§  
COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_ (name), the \_\_\_\_\_  
(title), of \_\_\_\_\_, Professional.  
My commission expires:

\_\_\_\_\_  
Notary Public